

W 1.35:12-240

# TM 12-240

WAR DEPARTMENT TECHNICAL MANUAL

DECEASED PERSONNEL  
WITHIN THE CONTINENTAL  
UNITED STATES, EXCLUDING  
ALASKA

(AR 600-550)

WAR DEPARTMENT • JANUARY 1945

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TM 12-240, Deceased Personnel within the Continental United States, excluding Alaska (AR 600-550), is published for the information and guidance of all concerned.  
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BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

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*Major General*  
*The Adjutant General*

G. C. MARSHALL  
*Chief of Staff*

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For explanation of symbols, see FM 21-6.

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CHAPTER I  
GENERAL

**1. PURPOSE.**

This manual is based on the provisions of AR 600-550. It shows in detail the administrative procedures connected with taking care of deceased personnel within the continental United States, excluding Alaska.

**2. SCOPE**

a. This includes simplifying the reporting procedure, expediting actual disposition of remains and personal effects, and presenting of complete and accurate instructions and illustrations of necessary actions.

b. The reduction of paperwork accomplished by this manual is evidenced by the substitution of 3 basic forms for 12 forms. The consolidation and elimination of other forms is presented graphically as follows:

	Forms	
	Old	New
Notifications.....	13	8
Requests.....	6	2
Special orders.....	3	1
Inventory of effects—Reports of summary courts, and related action.....	5	1
Personnel forms.....	7	4
Hospital administration forms.....	5	1
Total.....	39	17

Signatures and copies have been correspondingly reduced. Forms have been redesigned for use in the standard typewriter and to allow ample space for entries.

**3. CONTENT.**

Important changes to the basic procedure relating to deceased personnel within the continental United States, excluding Alaska, set forth in AR 600-550, are introduced in this manual as follows:

a. The Adjutant General will, in all instances, prepare the official War Department Report of Death, WD AGO Form 52-1, because—

(1) Completely accurate reports of death are necessary.

(2) Only The Adjutant General maintains those 201 files which contain all information needed to check the above report for all personnel.

b. A follow-up procedure on reports of investigation, where required, is established because—

(1) Delayed reports of investigation also delay the preparation of the official report of death.

(2) Until the Finance Officer, U. S. Army, receives the official report of death, he cannot make arrangement for payments of 6 months' gratuity and arrears of pay.

c. The organization in possession of the service or personnel records prepares all reports, with the exception of the official War Department Report of Death, whenever possible.

**4. ARRANGEMENT.**

In the following sections, deaths occurring in unusual circumstances, such as those resulting from aircraft accidents and those taking place on a troop train, are discussed before deaths occurring at posts, camps, and stations. Materials have been arranged in this manner to indicate what *immediate* steps must be taken before routine procedures can be followed at the home station of the deceased.

CHAPTER 2

NOTIFICATIONS REQUIRED FOR DECEASE DUE TO AIRCRAFT ACCIDENT

**5. AIRCRAFT ACCIDENT.**

In the case of an aircraft accident, the Army post locating the remains of the deceased will not necessarily have personnel records essential to make notification to the emergency addressee or to prepare the telegraphic report of death to The Adjutant General. Therefore, the Army post nearest the scene of the accident will notify the emergency addressee, if necessary information is available. However, if such information is not available, the home station of the deceased personnel will be notified. That station in turn will notify the emergency addressee and also

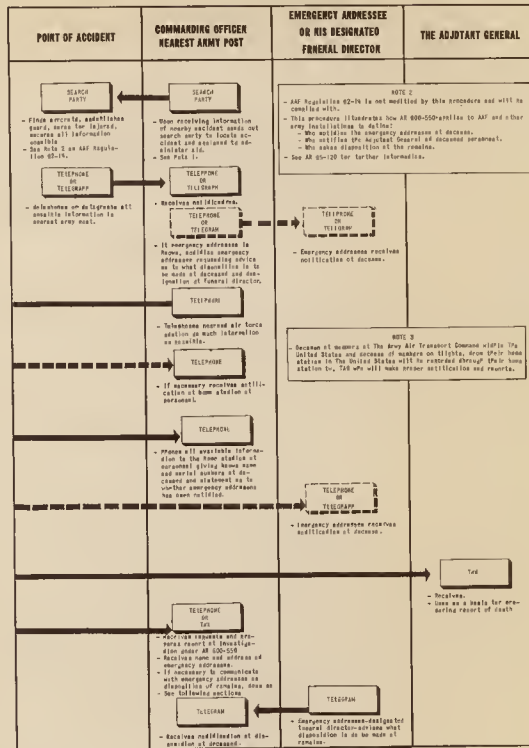
advise the Army post where the remains of the deceased are located of the name and address of the emergency addressee. The Army post handling the disposition of the deceased is authorized to communicate with the emergency addressee to provide for such disposition and to make such other arrangements as may be necessary. The home station of the deceased, normally in possession of the personnel records, will make the telegraphic report of death to The Adjutant General. See figure 1 for a graphic presentation of the above procedure.

# NOTIFICATIONS REQUIRED FOR DE-

FIG. 1

ROCCUMENT	COMMANNOING OFFICER HOME STATION OF PERSONNEL	COMMANNOING OFFICER STATION OF DEPARTURE (IF NECESSARY)	COMMANNOING OFFICER NEAREST AIR FORCE STATION
SECTION I NOTIFICATIONS REQUIRED FOR DEATH DUE TO AIRCRAFT ACCIDENT - (See W. O. Form, 377, (244))			
SEARCH PARTY TELEPHONE OR TELEGRAPH TO NEAREST ARMY POST TELEPHONE OR TELEGRAM TO EMERGENCY ADDRESSEE TELEPHONE TO NEAREST AIR FORCE STATION	<p style="text-align: center;">PAGE 1</p> <p>- Any interference received of aircraft accident involving personnel subject to military penalty will be immediately reported to the Commanding Officer of the nearest military installation.</p> <p>The Commanding Officer of the nearest military installation will immediately coordinate actions shown on this map.</p> <p>- The map is printed generally monthly reporting of air crew members, to locate and notify the home station of the personnel, so that data in the service records will be available.</p> <p>- All notifications shown on this page will, if possible, be completed within 24 hours.</p>		
AIR COMMUNICATIONS	<p style="text-align: center;">AIR AIR COMMUNICATIONS</p> <p>- If necessary to establish identity of personnel, the station of departure and nearest military installation of the station of arrival.</p> <p>- This also not necessary if home station of personnel known.</p>		
TELEPHONE	<p style="text-align: center;">TELEPHONE</p> <p>- It requested to locate home station of personnel address nearest Army post of base.</p> <p>- This is not necessary if home station of personnel is known.</p>		
TELEPHONE	<p style="text-align: center;">TELEPHONE</p> <p>- Personnel notification (including statement as to whether emergency addresses have been notified).</p>		
TELEPHONE OR TELEGRAM TO EMERGENCY ADDRESSEE	<p style="text-align: center;">TELEPHONE OR TELEGRAM</p> <p>- If emergency addresses have not been notified by nearest Army installation, emergency addresses including name and address of Army post being notified.</p>		
TXR TO THE ADJUTANT GENERAL	<p style="text-align: center;">TXR</p> <p>- Notify the notification to the Adjutant General.</p> <p>- Same WFO Form, 377, to be used.</p>		
TELEPHONE OR TXR TO NEAREST ARMY POST (TO ACCIDENT)	<p style="text-align: center;">TELEPHONE OR TXR</p> <p>- It requested requests nearest Army post to prepare report of investigation.</p> <p>- If emergency addresses have been notified by this Army installation, unless the nearest Army post at which and address of emergency addresses on this map immediately will be arranged for disposition of remains.</p>		

# CEASE DUE TO AIRCRAFT ACCIDENT





CHAPTER 3  
INITIAL NOTIFICATIONS REQUIRED FOR DECEASE  
OCCURRING ON TROOP TRAINS

6. Most state laws prohibit moving a deceased person across a county or state line until the local authorities have been notified and the remains have been properly embalmed. The procedure following provides that the troop train commander place the deceased in the nearest undertaking establishment, notify the emergency addressee by wire, and notify the nearest Army post. If the nearest Army post is not known or is distant, he notifies the service command in which the remains are located. Having been advised by the nearest Army post or the service command by telephone that aid is being sent to arrange for disposition of the deceased and to provide for necessary notifica-

tions, the troop train commander proceeds to his destination.

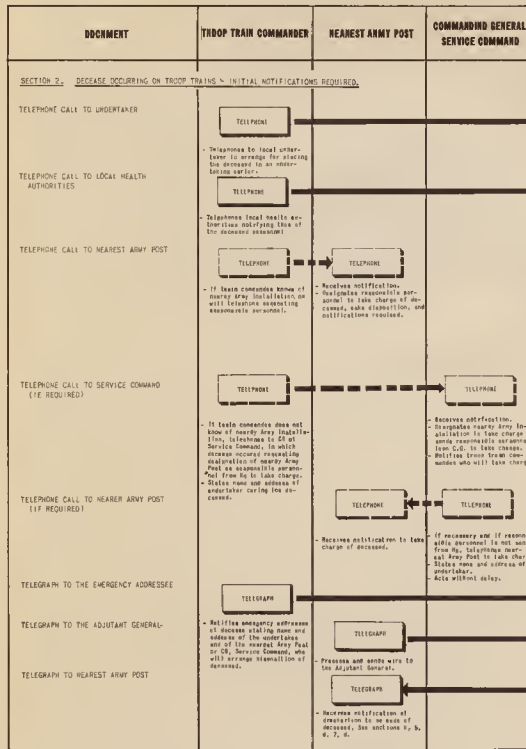
7. If the troop train commander has available an officer whom he can detail to stay with the deceased until aid arrives, he may do so. The nearest Army post or service command will furnish the necessary written orders detaching the officer.

8. For decease occurring to a patient en route while accompanied by a medical attendant, a similar procedure is followed.

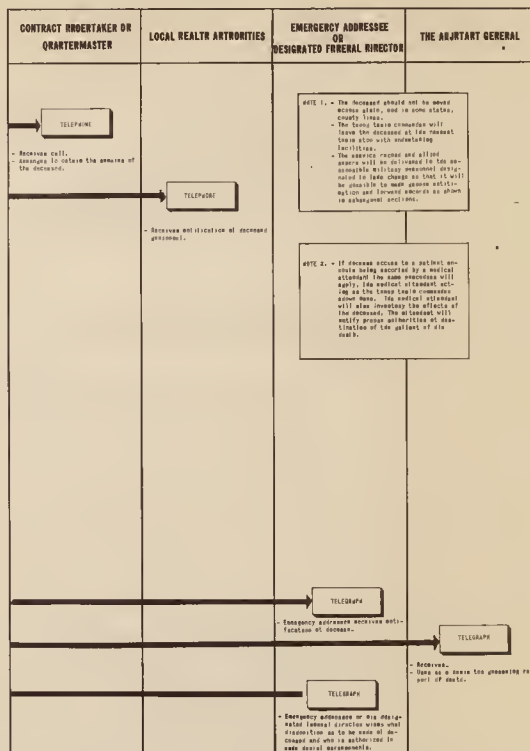
9. See figure 2 for a graphic presentation of the above procedure.

# INITIAL NOTIFICATIONS REQUIRED FOR

FIG. 2



# DECEASE OCCURRING ON TROOP TRAINS



CHAPTER 4  
ADMINISTRATIVE PROCEDURE FOR DECEASE IN  
U. S. ARMY HOSPITALS

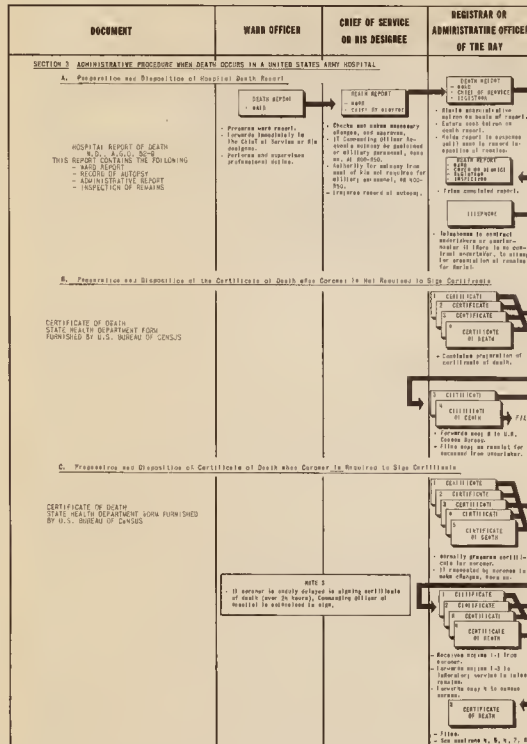
10. A Hospital Report of Death, WD AGO Form 52-9, and the Standard Certificate of Death of the State Department of Vital Statistics will record along with the notification to the commanding officer, when required, all the administrative reports necessary when death occurs at a U. S. Army hospital. A complete administrative record will then be on file for reference. The file copy of the Certificate of Death, signed by the receiving undertaker, serves as the hospital's receipt for the deceased. Another copy of the Certificate of Death furnished the undertaker serves as the release of the remains to him.

11. WD AGO Form 8-24 (old WD MD Form 52), will be prepared in accordance with current admission procedures.

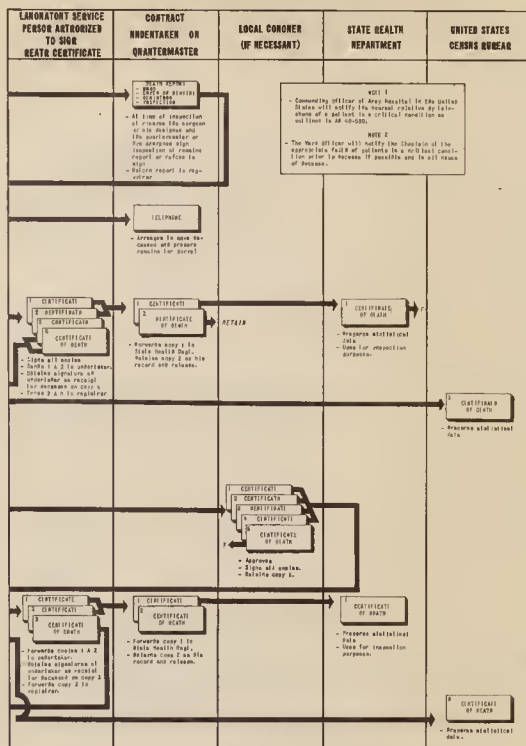
12. The sections following (fig. 3) explain the reports required to dispose of the deceased; the conduct of the Summary Court; and the preparation of Report of Investigation, WD AGO Form 51, wherever these are necessary, in a U. S. Army hospital. (See figs. 4 and 5 for forms referred to in fig. 3.)

# ADMINISTRATIVE PROCEDURE FOR

FIG. 3



# DECEASE IN U.S. ARMY HOSPITALS



HOSPITAL REPORT OF DEATH

WO AGO FORM 52-9

HOSPITAL REPORT OF DEATH AR 600-550					
BACK REPORT					
1. LAST NAME - FIRST NAME - MIDDLE INITIAL Doe, John J.	2. ARMY SERIAL NUMBER 2,468,109	3. GRADE Pvt.	4. WARD 24		
5. DATE (Hour - Day - Month - Year) 1700 24 July 1944	6. SERVICE: 80TH AIRBORNE DIV.			7. RELIGION None	
8. NAME, ADDRESS, AND RELATIONSHIP OF PERSON TO BE NOTIFIED Mr. Thomas C. Doe, 27 Hillside Ave., Woodstock, Conn.					
9. NAME, ADDRESS, AND RELATIONSHIP OF RELATIVE OR FRIEND PRESENT AT DEATH None					
10. DIRECT CAUSE OF DEATH Peripheral vascular collapse, severe secondary to item 2 below				11. LINE OF DUTY 12. MISCONDUCT YES NO YES NO Unstated	
13. CONTRIBUTORY CAUSE OF DEATH Brain, Laceration of, Severe, accidentally incurred when soldier was hit by truck at 2200, 23 July 1944, Ft. Dix, N.J.				14. LINE OF DUTY 15. MISCONDUCT YES NO YES NO Unstated	
16. PRINCIPAL FINDINGS OF OPERATION (if none performed, so state) Subdural hematoma, left; extensive. Brain, laceration of, diffuse severe. Operation performed 0130, 24 July 1944					
17. MEDICAL OFFICER IN ATTENDANCE (Signature only) <i>George E. Harrison, Maj. M. C.</i>			18. CHIEF OF MEDICAL OR SURGICAL SERVICE (Signature only) (Date only) <i>James M. Vessel, Lt. Col. M. C.</i>		
RECORD OF AUTOPSY					
19. AUTOPSY ORDERED BY (Signature of C.O. or his Designee) <i>John Turnbull, Colonel, M. C.</i>				20. DATE 24 July 1944	
21. PRINCIPAL FINDINGS AT AUTOPSY (if none performed, so state) Subdural Hematoma, left extensive. Brain, laceration of, diffuse, severe. Skull, fracture of, multiple, compound, decompression, operative, left.					
22. AUTOPSY PERFORMED (Place and Date) 24 July 1944 Tilton, Gt. Ft. Dix, N.J.			23. AUTOPSY PERFORMED BY (Signature only) <i>Joseph W. Telford, Lt. Col. M. C.</i>		
ADMINISTRATIVE REPORT					
24. ACTION TAKEN BY REGIMENT-ADMIN. OFF. OF DUTY (AR 600-500)					
a. TELEGRAM TO EMERGENCY ADDRESS	1730	24	July	1944	TWH
b. NOTIFICATION TO AUTOPSY SURGEON	1730	"	"	"	TWH
c. TELEGRAM TO ASSISTANT GENERAL	1730	"	"	"	TWH
d. NOTIFICATION TO COMMANDING OFFICER	1730	"	"	"	TWH
e. NOTIFICATION TO RED CROSS	1730	"	"	"	TWH
f. NOTIFICATION TO INFORMATION OFFICE	1730	"	"	"	TWH
g. NOTIFICATION TO QUARTERMASTER	1900	"	"	"	TWH
h. NOTIFICATION TO TRANSPORTATION OFFICE	0800	25	"	"	HAF
i. NOTIFICATION TO QUARTERMASTER (Supply)	1900	24	"	"	TWH
j. OTHER (Specify)	0930	25	"	"	HAF
25. REMARKS Pvt Robert N. Hamill, 2 468 088 is to be burial escort					
INSPECTION OF REMAINS					
26. IN COMPLIANCE WITH AR 600-500, I CERTIFY THAT THE REMAINS WERE INSPECTED AFTER EMBALMING, AND AGAIN IN COMPANY WITH THE CONTRACTING OFFICER AFTER THE REMAINS WERE REPACKAGED AND PLACED IN THE CASE AT STATION OF ARRIVAL					
27. SIGNATURE OF INSPECTING OFFICER - FOR SURGEON <i>H. A. Dress, Capt. M. C.</i>			28. SIGNATURE OF INSPECTING OFFICER FOR QUARTERMASTER <i>Frank Smith, Lt. J. M.</i>		
INSTRUCTIONS: Ward Officer will prepare items 1 - 18. Chief of Service will sign item 18. Form will then be forwarded to Registrar or Administrative Officer of the day for necessary action without delay. Prepare in one copy only. Use of Ink or Indelible pencil authorized. Print or type entries.					
U.S. G.P.O. FORM NO. 52-9 1 July 1944					

Figure 4.

### CERTIFICATE OF DEATH

DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
STANDARD CERTIFICATE OF DEATH

Date File No. \_\_\_\_\_  
Register No. \_\_\_\_\_

State of New Jersey

1. PLACE OF DEATH:  
(a) County Burlington (b) Rev. Hamover Township  
(c) City or town Fort Dix (d) County Burlington  
(e) City or town Fort Dix, New Jersey  
(f) Name of hospital or institution Wilson General Hospital  
(g) Length of stay in hospital or institution \_\_\_\_\_  
(h) If foreign born, how long in U.S.A. \_\_\_\_\_ years

2. USUAL RESIDENCE OF DECEASED:  
(a) State New Jersey (b) County Burlington  
(c) City or town Fort Dix, New Jersey  
(d) Street No. \_\_\_\_\_

3. (a) FULL NAME John J. Doe  
(b) If veteran, World War I (c) Social Security No. 123456789  
(d) Sex Male (e) Color or race White (f) (Single, widowed, married, divorced, Widow)  
(g) Name of husband or wife \_\_\_\_\_ (h) Age of husband or wife \_\_\_\_\_ years

4. Birth date of deceased: May 1, 1911  
5. AGE: 33 years 12 months 15 days

6. Birthplace Hamover, N.J.  
7. Usual occupation Police Officer  
8. Industry or business Police Dept.  
9. (a) Name Rev. Joseph P. Doe  
(b) Birthplace Hamover, N.J.  
(c) Address Hamover, N.J.

10. (a) Informant's own signature \_\_\_\_\_ (b) Official position Official Registrar  
(c) Address U.S.A. Army  
(d) Date thereof \_\_\_\_\_  
(e) Place burial or cremation St. Mary's, Woodbury, N.J.  
(f) Address Hamover, N.J.

11. (a) Signature of funeral director James Funeral Director  
(b) Address Hamover, N.J.

12. (a) Signature John J. Doe (b) Address Hamover, N.J.

13. (a) Signature John J. Doe (b) Address Hamover, N.J.

14. (a) Signature John J. Doe (b) Address Hamover, N.J.

15. (a) Signature John J. Doe (b) Address Hamover, N.J.

16. (a) Signature John J. Doe (b) Address Hamover, N.J.

17. (a) Signature John J. Doe (b) Address Hamover, N.J.

18. (a) Signature John J. Doe (b) Address Hamover, N.J.

19. (a) Signature John J. Doe (b) Address Hamover, N.J.

20. Date of death: Month July, Year 1944  
21. (a) Time of day 11:00 A.M.  
(b) Cause of death General Convulsion  
(c) Immediate cause of death General Convulsion  
(d) (1) Accidental  
(2) Accidental, Vascular, Colic  
(3) Other  
(4) Other  
(5) Other  
(6) Other  
(7) Other  
(8) Other  
(9) Other  
(10) Other  
(11) Other  
(12) Other  
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(98) Other  
(99) Other  
(100) Other

OBTAIN ORIGINAL COPY OF CERTIFICATE FROM THE COUNTY CLERK'S OFFICE FOR REMAINS

I have received the remains of the above in good condition - A. J. Doe

Figure 5.



CHAPTER 5  
IMMEDIATE NOTIFICATIONS REQUIRED FOR  
ALL DECEASED PERSONNEL

13. An Initial Report of Death, WD AGO Form 52-5, is provided as a simple means of making the immediate notification required after the surgeon has reported the death of military personnel to the commanding officer of a post, camp, station, or air field. Items A through Z, Part 1 of Form 52-5, are the basis of the telegraphic report to The Adjutant General. Part 2, when completed with necessary information, is the request and basis for any orders required to ship the deceased, with a burial escort, to the place of interment. Part 3 is the authority and the orders for a summary court officer, where required. Part 4 is the authority and the order for the investigating officer, where required to conduct investigations.

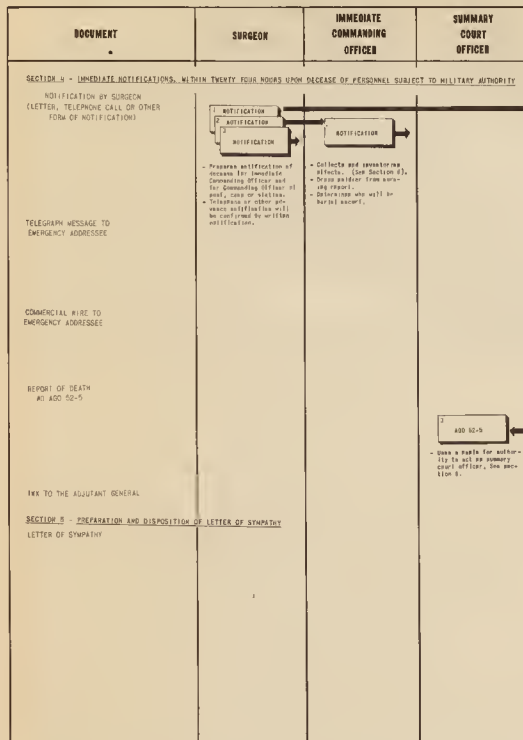
14. The preparation of these Parts in one operation makes it possible to give complete data to all interested

agencies with a minimum of delay after the death and without waiting for publication of special orders. It is not necessary for a summary court officer or for an investigating officer to wait to receive his part of the report. Instead, he may proceed with the necessary arrangements and receive the orders at a later date.

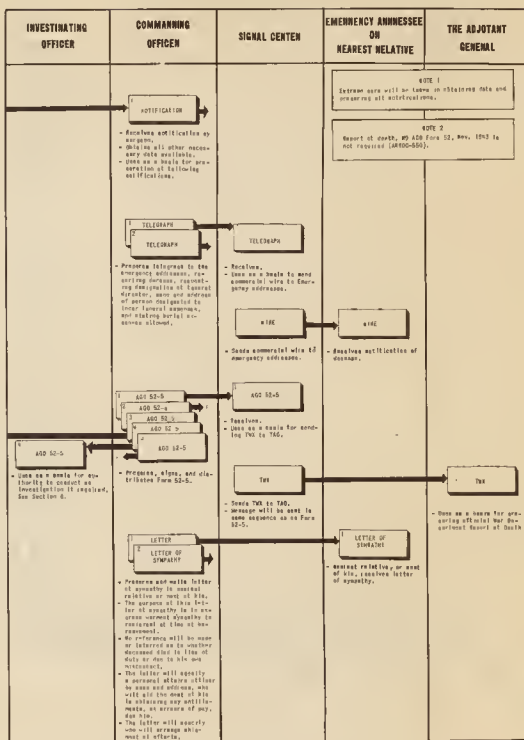
15. A letter of sympathy is sent to the nearest relative over the signature of the commanding officer of the post, camp, or station. (See fig. 9 below for suggested form of letter of sympathy. The other immediate notifications, and procedures for their use, are presented in figures 6, 7, 8, and 10.) The letter of sympathy mentions that dependents of the deceased and their household goods under certain circumstances may be moved to their home of record. Authority for this is prescribed in AR 55-120 and AR 55-160.

# IMMEDIATE NOTIFICATIONS REQUIRED

FIG. 6



# FOR ALL DECEASED PERSONNEL



**NOTIFICATION BY SURGEON**

(Forwarded in all cases of death; serves as confirmation in some instances)

FROM: Commanding Officer Tilton General Hospital Ft. Dix, New Jersey		DATE: 28 July 1944	
TO: COMMANDING OFFICER Ft. Dix, New Jersey			
NOTIFICATION BY SURGEON <small>SEC. PAR. 7, AR 101-950</small>			
1. LAST NAME, FIRST NAME, MIDDLE NAME.	2. ARMY SERIAL NO.	3. GRADE	
Doa, John James	2468109	Pvt.	
4. COMPANY, REGIMENT, SEPARATE BATTALION OR SIMILAR UNIT.		5. IF DUNSMITH'S STATE LAW OR SERVICE	
Co. A, 151st Inf., Ft. Dix, N.J.			
6. DATE, PLACE AND CAUSE OF DEATH.			
28 July 1944, Ft. Dix, N.J., Brain, laceration of, severe, accidentally received when soldier was hit by a truck while pushing two members of Army Nurse Corps to safety.			
7. DID DEATH OCCUR IN LINE OF DUTY?	8. WAS DEATH DUE TO REPEATED WOUNDS?		
Undetermined	Undetermined		
9. ACCEPTED APPLICANT FOR ENLISTMENT?	10. DISCHARGED UNLITIGATED WAR?		
No	No		
11. IF A CIVILIAN EMPLOYEE, STATE AKA OR SERVICE OR BUREAU BY WHICH EMPLOYED.			
12. AUTOBIO REQUIRED?	13. INVESTIGATING OFFICER RECEIVED?		
Yes	Yes		
14. ADDITIONAL DATA OR REMARKS.			
Investigation required due accident causing soldier's death.			
John Turnbull JOHN TURNBULL Colonel, MC Commanding			
<small>REPRODUCE LOCALLY      DISTRIBUTION SURGEON TO COMMANDING OFFICER.</small>			

PART 1 - TO COMMANDING OFFICER  
 PART 2 - TO BARRACKS COMMANDING OFFICER  
 PART 3 - FILE COPY

Figure 7.

1 Jan 45

TM 12-240

### TELEGRAM TO EMERGENCY ADDRESSEE (WD AGO FORM 801)

<b>WAR DEPARTMENT MESSAGEFORM</b> Commercial Wire		Date <u>28 July 1944</u>
File No. <u>123</u>	Telephone No. <u>232</u>	
Office of origin <u>Headquarters</u> <small>(City name) (State) (Country)</small>	JPOG <small>(Priority)</small>	
Address <u>Fort Dix, New Jersey</u>		
To:	<b>PRIORITY</b>	
<div style="border: 1px solid black; padding: 5px;">         MR. THOMAS C. DOE          27 HILLSIDE AVENUE          WOODSTOCK, CONN.       </div>	<input type="checkbox"/> <b>WAR OR NAVY</b> <input type="checkbox"/> <b>Special Cable Wire</b> <input type="checkbox"/> <b>Priority</b> <input type="checkbox"/> <b>Radio</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Week end</b> <small>Any message not FD in precedence will be sent "Delayed."</small>	<input type="checkbox"/> <b>HOSPITAL MILITARY MAIL</b> <input type="checkbox"/> <b>As sent</b> <input type="checkbox"/> <b>Special delivery</b> <input type="checkbox"/> <b>Ordinary</b> <input type="checkbox"/> <b>Registered</b> <small>Special of above categories prohibited</small>
	<b>MESSAGE</b>	
	<p>I REGRET TO INFORM YOU THAT YOUR SON, PRIVATE JOHN JAMES DOE HAS DIED DUE TO INJURIES RECEIVED IN A MOTOR VEHICLE ACCIDENT AT FORT DIX NEW JERSEY ON JULY TWENTY THIRD STOP LETTER FOLLOWS STOP THE DECEASED IS NOW AT TILDEN GENERAL HOSPITAL STOP KINDLY WIRE COLLECT THE NAME AND ADDRESS OF AN UNDERTAKER TO WHOM YOU WISH HIS REMAINS SHIPPED AT GOVERNMENT EXPENSE STOP FIFTY DOLLARS WILL BE ALLOWED FOR BURIAL EXPENSES STOP KINDLY INCLUDE IN YOUR WIRE THE NAME AND ADDRESS OF A PERSON DESIGNATED TO INCUR THESE BURIAL EXPENSES STOP MY DEEPEST SYMPATHY IS EXTENDED TO YOU AND MEMBERS OF THE DECEASED FAMILY AT THIS TIME</p> <p style="text-align: center;">END</p> <p style="text-align: right;"><i>Madison Pearson</i> MADISON PEARSON BRIGADIER GENERAL, U.S.A. COMMANDING</p>	
	<small>U.S. GOVERNMENT PRINTING OFFICE: 1944</small>	

FILE COPY

Figure 8.

LETTER OF SYMPATHY

Headquarters  
Ft. Dix, New Jersey  
24 July 1944

Mrs. Thomas C. Doe  
27 Hillside Avenue  
Woodstock, Connecticut

My dear Mrs. Doe:

It is with regret that I confirm the recent telegram sent to Mr. Thomas C. Doe informing him of the death of your son, Private John J. Doe, 2 468 109, Infantry.

Your son died as a result of injuries incurred while saving the life of two members of the Army Nurse Corps. Seeing a large truck, out of control, about to run down the two nurses, he immediately ran to their aid, pushed them to safety, and was struck by the oncoming truck. His death was instantaneous. I hope his courageous act may be of solace to you.

Captain H. A. Campbell, Personal Affairs Officer, Ft. Dix, New Jersey, has collected your son's personal effects and has forwarded them to you at the address. If Captain Campbell can be of help to you in any manner, such as in making settlement of accounts, aiding you in applying for pensions or arranging to move the deceased's dependents and household goods to their home, please communicate with him and he will furnish you any assistance possible.

My heartfelt sympathy is extended to you and other members of your family in your bereavement.

Sincerely yours

*Madison Pearson*  
Madison Pearson  
Brigadier General, U.S.A.  
Commanding

### INITIAL REPORT OF DEATH (WO AGO FORM 52-5)

INITIAL REPORT OF DEATH

INITIAL REPORT OF DEATH AG 52-5									
1. UNIT, CAMP, STATION, OR HOSPITAL DESIGNATED REPORT									
2. NAME OF REPORTING OFFICER									
3. NAME AND GRADE OF DECEASED									
4. SERVICE AND DATE OF DEATH									
5. PLACE OF DEATH									
6. CAUSE OF DEATH									
7. STATION OF DECEASED									
8. CURRENT ADDRESS (NAME, MAILING ADDRESS)									
9. MILITARY COMMAND (NAME, ADDRESS)									
10. REPORTING OFFICER'S NAME, GRADE AND ADDRESS									
11. REPORTING OFFICER'S NAME, GRADE AND ADDRESS									
12. REPORTING OFFICER'S NAME, GRADE AND ADDRESS									
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99. REPORTING OFFICER'S NAME, GRADE AND ADDRESS									
100. REPORTING OFFICER'S NAME, GRADE AND ADDRESS									

**STEP 1 - COMPLETE ITEMS A-Z AND ADDITIONAL STATEMENT AND SEND TO SIGNAL CENTER**

**STEP 2 - ENTER NAME OF INVESTIGATING OFFICER IF REQUIRED**

**STEP 4 - ENTER NAME OF BURIAL ESCORT AND SEND TO PERSONNEL OR ADJUTANT TO PREPARE SPECIAL ORDERS**

**STEP 3 - ENTER NAME OF SUMMARY COURT OFFICER IF REQUIRED**

**STEP 1A - SHOW IF DEATH DUE TO MILITARY OPERATIONS OR TRAINING ACTIVITIES PAR. 11, 6a, 6k, AR 35-5320**

**STEP 5 - NOTE INSTRUCTIONS**

Figure 10.

CHAPTER 6  
DISPOSITION OF DECEASED PERSONNEL

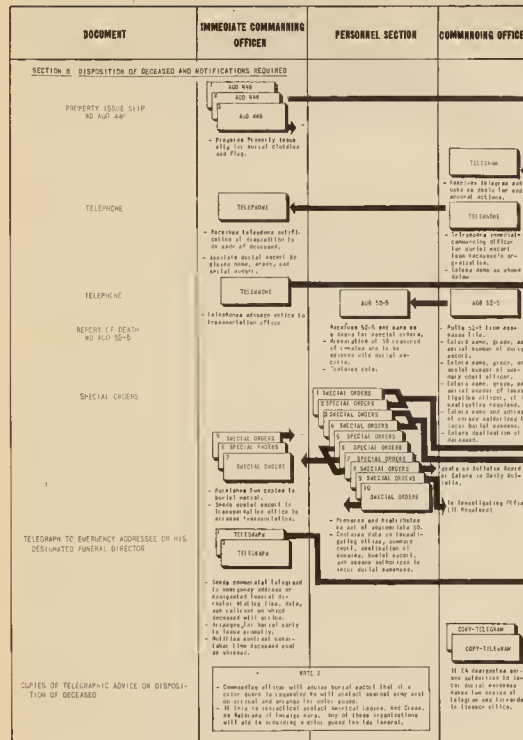
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16. Commanding officers will take prompt action to see that the disposition of the deceased is accomplished without undue delay. If there are any circumstances which may delay the shipping of the deceased to the point of interment, the commanding officer is authorized to send notification of this delay to the emergency addressee or the person designated to arrange for the burial.

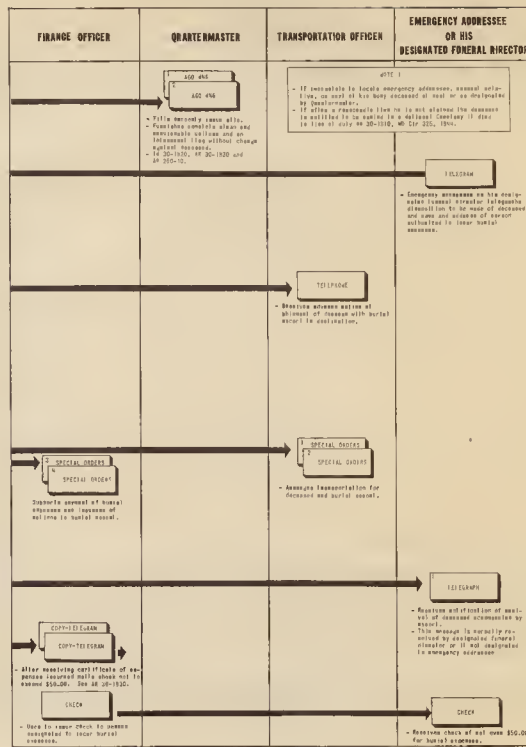


# DISPOSITION OF

FIG. 11



# DECEASED PERSONNEL



PROPERTY ISSUE SLIP  
(WD AGO FORM 446)

**PROPERTY ISSUE SLIP**

To: Lt. Col. J.A. Fitzpatrick, GM **Supply Officer** Inventory No. 123

For: CONTRACTOR'S USE  
John J. Doe, 2 468 109, Pvt, Deceased Issue No. 124

FORM NO.	NONSERIALIZED	QTR	TYPE OF ISSUE			QTY	ACTION
			Initial	Small change	Grant change		
	Flag, interment Trousers, wool, od Shirt, cotton, khaki Buckle, cotton, tan Coat, wool, od Undershirt, cotton Shorts, cotton Socks, cotton, tan, pair Insignia, collar, U.S. Insignia, collar, Inf., U.S.		<input checked="" type="checkbox"/>				

Issuance or acceptance of quantity shown in "Action" column is authorized. Items marked "Qtr" will be ordered. Excess items will be available on the dates indicated hereon. When received, items will be based on presentation of this slip. Inquiries must refer to No. \_\_\_\_\_

FOR THE COMMANDING OFFICER:  
(Date) 24 July 1944 *R. J. [Signature]*  
Department Supply Officer

Quantity shown in "Action" column has been accepted:  
(Date) 25 July 1944 *R. J. [Signature]*  
Authorized Representative

FOR THE SUPPLY OFFICER:  
(Date) 24 July 1944 *J. H. [Signature]*  
For Supply Officer

CD. Det. Patients

Figure 12.

CHAPTER 7  
EFFECTS OF DECEASED PERSONNEL

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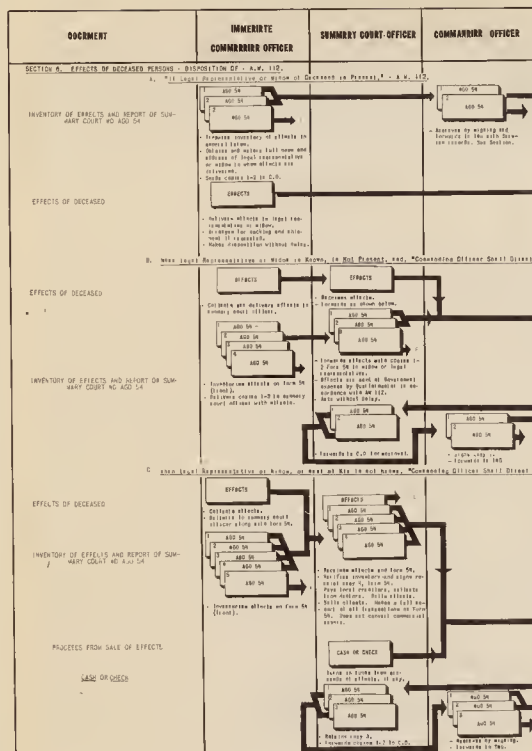
17. This section shows (figs. 13 to 15) how to comply with the 112th Article of War on the disposition of the effects of a deceased enlisted man or officer. By using the one form, Inventory of Effects and Report of Summary Court, WD AGO Form 54, the summary court officer will record all transactions pertaining to the disposition of effects. Commanding officers will forward the approved reports of summary court officers to The Adjutant General.

18. The appointment of personal affairs officers as summary court officers is encouraged.

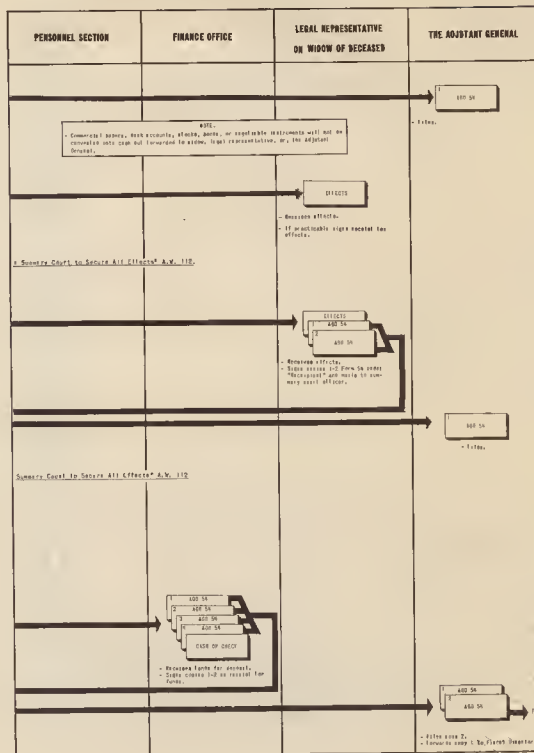
19. It is the policy of the War Department to secure and forward the effects to the widow, legal representative, or next of kin, as intended by the 112th Article of War. This is done at Government expense without delay.

# DISPOSITION OF EFFECTS

FIG. 13



# OF DECEASED PERSONNEL



**INVENTORY OF EFFECTS, WD AGO FORM 54 (Front)**  
 (Distribution as indicated in sec. 6, Fig. 13)

INVENTORY OF EFFECTS - AR 600-550			
1. NAME OF OFFICER Pvt. John J.		2. GRADE OR RANK Pvt	
3. NAME OF UNIT 181st Inf, Fort Dix, N. J.		4. DATE OF ISSUE 24 Jul 44	
5. CLASS OF EFFECTS: JEWELRY, WATCHES, OPTICAL, OPTIC, COMB AND TOILET, WATCHES, PHOTOGRAPHS AND OTHER ARTICLES REQUIRING CARE AS DESCRIBED. SEE INSTRUCTIONS ON REVERSE OF THIS FORM.			
NUMBER	DESCRIPTION OF ARTICLE	NUMBER	DESCRIPTION OF ARTICLE
1	Watch, wrist, Hamilton, green gold with leather strap		
3	Pictures, snapshot size		
1	Identification bracelet, wrist, silver, engraved		
6. CLASS OF EFFECTS: MONEY, GOLD, SILVER, MONEY OF GOLD, PERSONAL EFFECTS, BELLIED EYE.			
NUMBER	DESCRIPTION OF ARTICLE	NUMBER	DESCRIPTION OF ARTICLE
1	Wallet, leather, black		
5	Coins, English, assorted		
1	Driver's license, Conn.		
3	Letters, personal, opened		
1	Check, City National Bank, Woodstock, Conn.		
\$18.08	Coins and currency.		
7. THIS SPACE IS FOR COMMENTS CONCERNING EFFECTS OF ORIGINAL ISSUE.			
8. CHECK ONE OF EFFECTS NOT TO BE EFFECTS OF ORIGINAL ISSUE: EFFECTS OF ORIGINAL ISSUE, EFFECTS OF ORIGINAL ISSUE, EFFECTS OF ORIGINAL ISSUE, EFFECTS OF ORIGINAL ISSUE.		9. SIGNATURE OF OFFICER IN CHARGE OF THE EFFECTS AT THE TIME OF ISSUE <i>L. T. Roach</i>	
10. CHECK ONE TO BE EFFECTS OF ORIGINAL ISSUE: EFFECTS OF ORIGINAL ISSUE, EFFECTS OF ORIGINAL ISSUE, EFFECTS OF ORIGINAL ISSUE, EFFECTS OF ORIGINAL ISSUE.		11. SIGNATURE OF RECEIVING OFFICER <i>H. A. Campbell</i>	
12. STREET ADDRESS OF ISSUING OFFICER'S HOME (INCLUDE CITY, STATE AND ZIP CODE) New Thomas C. Doe		13. STREET ADDRESS OF RECEIVING OFFICER'S HOME (INCLUDE CITY, STATE AND ZIP CODE) 181st Inf, Ft. Dix, N. J.	
14. CITY AND STATE Woodstock, Conn.		15. CITY AND STATE Fort Dix, N. J.	
16. DATE OF ISSUE 25 July, 1944		17. DATE OF RECEIPT 25 July, 1944	

Figure 14.

REPORT OF SUMMARY COURT, WD AGO FORM 54 (Back)  
(Distribution as indicated in sec. 6, Fig. 13)

REPORT OF SUMMARY COURT - AR 600-550					
13. THE FOLLOWING AMOUNTS ARE THE ESTATE OF THE DECEASED WHEN COLLECTED					
DATE	AMOUNT	RECEIVED FROM	DATE	AMOUNT	PAID TO
25 Jul 44	2.08	William H. Hill 3679623, Pvt, 101st Inf.			
				TOTAL	2.08
14. THE FOLLOWING CLAIMS AGAINST THE ESTATE OF THE DECEASED WERE PAID					
DATE	AMOUNT	PAID TO	DATE	AMOUNT	PAID TO
25 Jul 44	7.03	Thomas R. Robbins 1357422, Pfc, 101st Inf.			
				TOTAL	7.03
15. OTHER TRANSACTIONS, INCLUDING SALE OF EFFECTS, MONEY AND TRANSACTIONS IN CURRENCY, AND OTHER RECEIPTS AND PAYMENTS, SHOULD BE SET OUT IN DETAIL IN THE REPORT. THIS REPORT IS TO BE FILED IN THE OFFICE OF THE SUMMARY COURT. THE OFFICE OF THE SUMMARY COURT WILL BE ADVISED OF ANY OTHER TRANSACTIONS.					
None					
16. WITH AMOUNT OF MONEY RECEIVED FROM SALE OF EFFECTS HEREIN SHOWN AS NONE.					
None					
17. RECEIPT FOR FUNDS (This receipt may be used for purposes of the Summary Court, AR 600-550, and for other purposes.)					
APPROVED BY THE OFFICER OF THE SUMMARY COURT			APPROVED BY THE OFFICER OF THE SUMMARY COURT		
None			None		
DATE, SIGNATURE AND LOCATION OF SIGNING OFFICER			DATE, SIGNATURE AND LOCATION OF SIGNING OFFICER		
18. DATE APPROVED BY SIGNING OFFICER			19. DATE OF LAST REVIEW		
25 July 1944			24 July 1944		
SIGNATURE OF SIGNING OFFICER			SIGNATURE OF LAST REVIEW OFFICER		
<i>Madison Pearson</i>			<i>H. A. Campbell</i>		
TITLE NAME AND GRADE			TITLE NAME, GRADE AND ORGANIZATION		
Major General, USA			R. A. Campbell, Capt. Inf. 101st Inf., Ft. Dix, N. J.		

OPTIMUM RECEIPT  
FOR FUNDS AS  
INDICATED HEREIN

Figure 15.



CHAPTER 8  
PREPARATION AND DISPOSITION OF FINAL PAPERS

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**20. a.** It is essential for The Adjutant General to receive the service records and allied papers of a deceased enlisted person as soon as possible after a death.

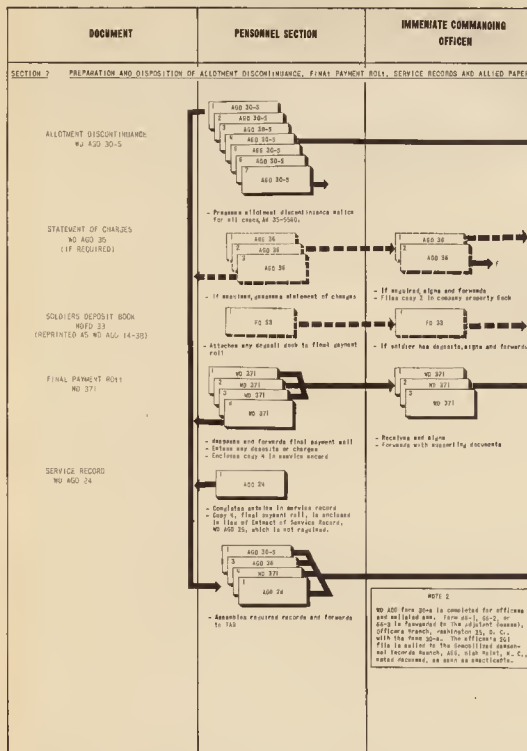
**b.** Allotment offices must receive prompt notification of discontinuances of allotments or allowances in order that issuance may be terminated.

**c.** It is necessary that the Final Payment Roll be received in the Office of Special Settlement Accounts, Office of the Fiscal Director, New York, N. Y., without delay in order that adjustment of any arrears of pay may be properly made.

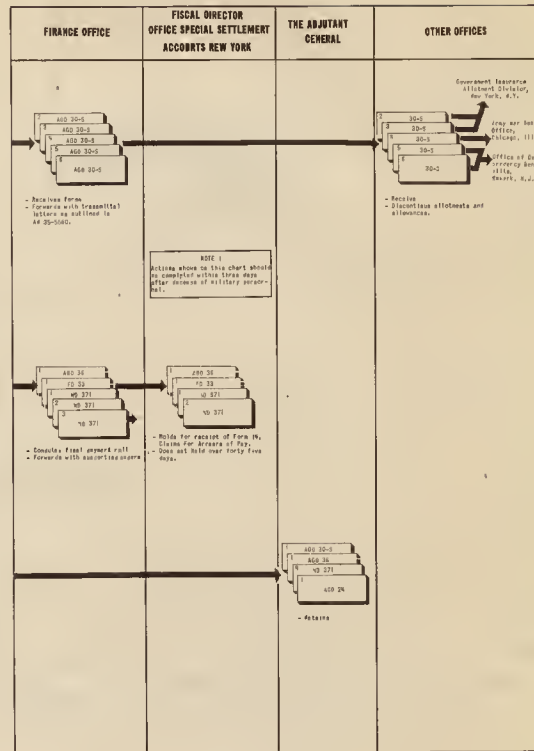
**21.** Figures 15 and 17 illustrate how the above may be readily accomplished.

# PREPARATION AND DISPOSITION

FIG. 16



# OF FINAL PAPERS



**FINAL PAYMENT ROLL**  
WD FORM 371

**FINAL PAYMENT ROLL**

Voucher No. **13323**

Paid BY  
Walter Cury  
Major, F.D.  
Pt. Dix, N.J.  
Sgt No. 210500  
Sta. No. 1233  
July 1944  
(For use of Paying Office)

of  
Doe, John J. P. 468 100 (Decensed) 181st Infantry (Separation) (Last name)  
Pt. Dix, N.J. Jarzay (Initials)  
Discharged on See Remarks 18 Paid 10 (For use of Paying Office)

**APPROPRIATIONS:**  
20015042675A 1942-45 301-74 Part 8 1.00  
3 98-999  
Pt. Dix, N.J. 24 July 1944  
I certify that this roll is made out as required by Army Regulations and that entries pertaining to such rates are correct; that where money and/or subsistence allowances in this roll indicate that such allowances were not received the equivalent thereof is shown; that where money allowances are provided for the individual, an allotment of such money credits was not available or assigned to such person but did they receive a money allowance in the absence of such payment to the fullest amount on the within pay roll is not prohibited by any provision of law limiting the avail-

**ALLOTMENTS:**

Class "M"	Date of Receipt	No. of Months	Name, Grade, and Component	Basic No.	Month and Year	Class	Class	Class	Class	Class
Class "M"										
Class "D"										
Class "F"										
Class "B"										
Class "A"										

**OTHER COMPUTATIONS:**

Class	Date	Description	Amount
1		OTHER COMPUTATIONS	
2		PRIVATE	

**COLLECTOR:**

No.	Date	Description	Amount
1	7/10/42	Doe, John J. P 468 100	22.00
2		Indptd at Ft. Dix, N.J. May 10/42. Hqd Pt. Dix	
3		4 1/2 M. 20/43. Dns 2M Spts. Feb 1/43 \$10	22.00
4		Mar 1/44 \$10. Dns US OFD \$1.50. Rec with 7/4.	

**FOR USE OF FINANCE DEPARTMENT ONLY**

C. F. L. or TRUST FUND	CREDITS					COLLECTIONS		Balance Due
	Sol Pay	Allowance	Pay	Over	Und	Total	Total	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

*Withheld unpaid balance \$23.76*  
*Pay \$49.36*  
*11/10/44 20 10*

Note 1. - Prepare in accordance with current regulations.  
5. - Enclose one copy of final payment roll (or final statement W.D. 370) in service record.

Figure 17.

CHAPTER 9  
REPORTS OF INVESTIGATION

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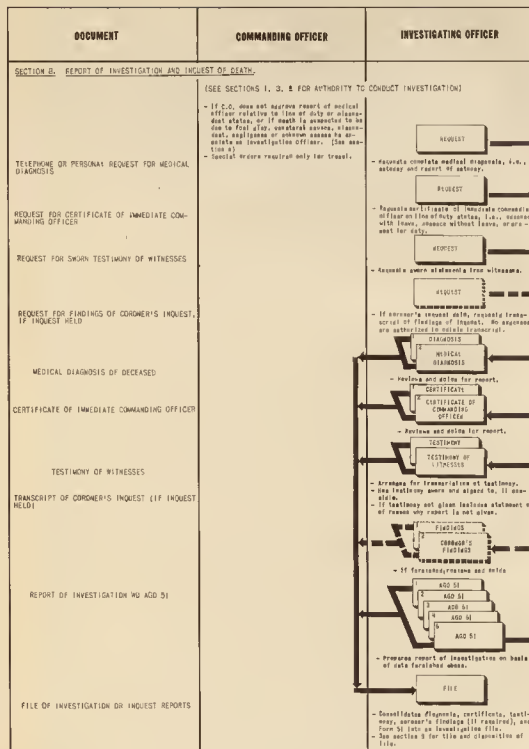
22. A delayed War Department Report of Death may cause untold hardship to a widow or designated beneficiary of the deceased by holding up, among other things, payments of monies. Until the line of duty and the conduct status is determined and reported to The Adjutant General it is impossible to issue an official War Department Report of Death.

23. Emphasis must therefore be placed on prompt completion and forwarding of reports of investigation

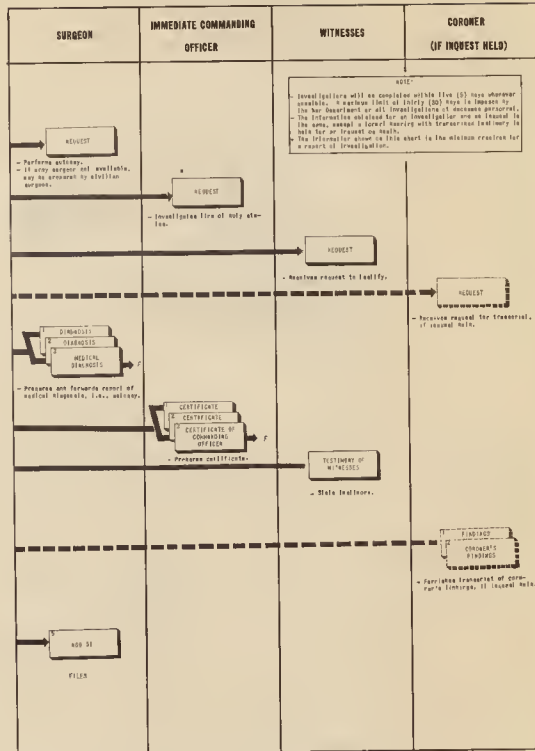
prepared under AR 600-550. The chart immediately following (fig. 18) illustrates how to complete a report of investigation and forward same within 5 days to the commanding general of the service command. The succeeding chart (fig. 19) illustrates how the commanding generals of the service command and the War Department follow up delayed reports of investigation. Figures 20, 21, and 22 show how to prepare the necessary forms.

# PREPARING REPORTS

FIG. 18

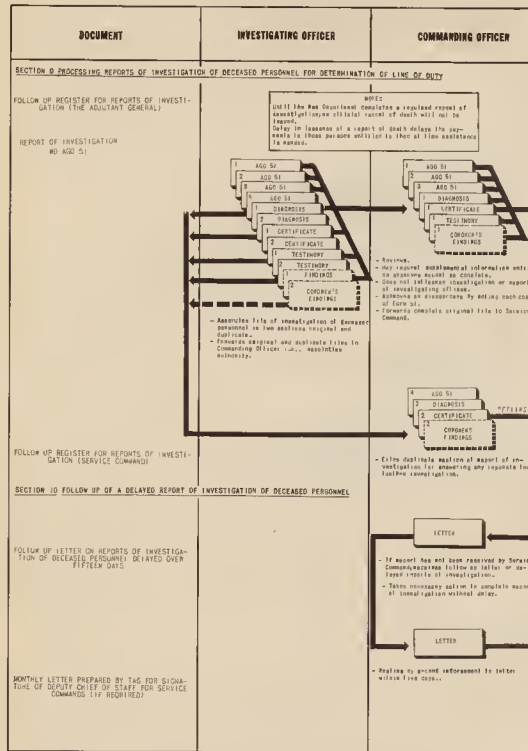


# OF INVESTIGATION



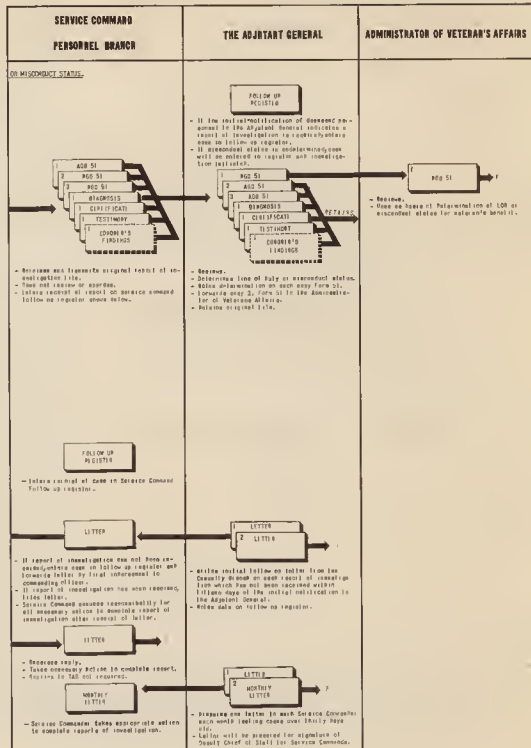
# PROCESSING REPORTS

FIG. 19





# OF INVESTIGATION



REPORT OF INVESTIGATION  
WD AGO FORM 51

**REPORT OF INVESTIGATION**  
(Under provisions of (par. 1c(1)(c), AR 341-419) (par. 21, AR 600-540)\*)

Station or command Elton General Hospital Date 27 July 1944

1. Person REJANEH (deceased)\* Doe, John D., Sergeant, 1st Inf., Fort Dix, N.J.  
(Name, Army serial number, grade, and organization)

2. (Nature of injuries) (cause of death)\* Peripheral Vascular Collapse, severe, secondary to  
(Medical diagnosis)  
Shock, laceration of, diffuse, severe.

3. How incurred Accidentally incurred at 2200, 25 July 1944, at Fort Dix, New Jersey.  
(Complete details as to how, when, and where injury) (death)\* was incurred, including how and when  
When soldier jumped in front of a truck out of control to push two members of the  
Army Nurse Corps to safety who were walking beside the roadway. Soldier was then  
unable to jump to safety in time to avoid being run down.

4. Investigation of the circumstances surrounding the (REJANEH) (death)\* has been made. All available witnesses were  
interviewed. The following pertinent facts were found to be correct:

(a) Present for duty (yes) YES\*

(b) ~~REASON~~ REASON

(1) Hour and date of commencement of absence DUTY

(2) Hour and date of termination of absence DUTY

(3) (Was) (REJANEH) within the territorial limits indicated by the authorization to be absent.

(4) (Was) (REJANEH) under the influence of drugs. The use of drugs (REJANEH) (was not)\* the proximate cause.

(5) (Was) (REJANEH) exercising reasonable care for his own safety.

(6) (Was) (REJANEH) following military law, any military orders or instructions, written or verbal. NO ~~REASON~~ REASON

(7) (Was) (REJANEH) due to gross carelessness or negligence.

(8) (Was) (REJANEH) usually absent.

5. Remarks: Soldier sustained the injuries which resulted in his death in a successful  
heroic effort to save the lives of two members of the Army Nurse Corps who were  
walking in the roadway and who had not seen the approach of a heavy Army vehicle  
around a corner less than twenty yards away.

**FINDINGS**  
(In line of duty) (See AR 600-540)  
(Not due to his own carelessness) (See AR 600-540)

James Dill  
James Dill  
Major, Inf. Investigating Officer.

APPROVED:  
Madison Pearson  
Madison Pearson  
Commanding Officer.

\* Do not use hyphenated words.  
† Additional sheets may be used for extension of report.

W.D. AGO Form No. 51  
October 15, 1943

16-51129-1

Figure 20.

**CERTIFICATE OF THE COMMANDING OFFICER**

Certificate of the Commanding Officer  
Co. A, 181st Inf., Ft. Dix, N.J.

Co. A, 181st Inf.  
Ft. Dix, New Jersey

25 July 1944

I certify that I am the immediate commanding officer of John J. Doe, 2 468 109, Pvt., 181st Inf. deceased, and that between the hours of 1700, 23 July 1944 and 0600, 24 July 1944, he was present for duty at Ft. Dix, New Jersey.

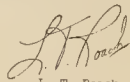
  
L. T. Roach  
Captain, Inf.

Figure 21.

## TESTIMONY OF WITNESS

TILTON GENERAL HOSPITAL  
 FT. DIX, NEW JERSEY  
 24 July 1944


TESTIMONY OF MARY E. SMITH, N 759 001, 2nd LT, ANC

"My name is Mary E. Smith, N 759 001 2nd Lt., Army Nurse Corps. At 2200 on 23 July 1944, I was returning from Post Theatre No. 6 to Tilton General Hospital walking east on the south side of New York Avenue with my companion, 2nd Lt. Jean J. Jones, ANC. Quite suddenly I heard a shout and was violently pushed to the side of the roadway, along with my companion. A large truck which had approached us from the rear, passing east, ran over the spot where I had been walking. I heard a scream and saw a soldier lying on the road. The truck crashed into a tree. I went to the soldier's side to administer aid and Lt. Jones ran to the nearest telephone to call an ambulance from the hospital. There was little I could do for the injured soldier as his pulse had stopped and he was not bleeding externally. His head had been hit severely. The driver of the truck, Jack J. Marenda, ran up to see if he could be of any assistance. He said he had suddenly lost control when his left front wheel came off. I could see the wheel close by.

I waited until the hospital ambulance arrived and the attendant, Lt. John K. Morgan, ordered the soldier moved to the Tilton General Hospital. Later at the hospital I learned the soldier's name was Pvt. John J. Doe, and that he had died from a fracture of the skull.

He undoubtedly saved both of our lives."

I certify this to be a true statement.

  
 Mary E. Smith  
 2nd Lt., ANC

Sworn to and signed  
 24 July 1944

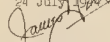
  
 James Dill  
 Major, Inf.  
 Investigating Officer

Figure 22.

CHAPTER 10

GLOSSARY

24. The following glossary may be of use in carrying out administrative procedures for deceased personnel.

**Burial escort** . . . . . The appropriate enlisted man or officer who accompanies and delivers the remains to the person designated to make the interment at the point of burial, and who, if requested, arranges for the color guard. He is preferably of the same organization, race, and sex as the deceased, and is of equal or higher grade.

**Burial expenses** . . . . . As defined by AR 30-1830.

**Color guard** . . . . . The guard who will accomplish military honors at the grave of the deceased.

**Commanding officer** . . . . . Of the post, camp, station, airfield, hospital, or other military installation, Army corps headquarters, and in unusual cases of divisions.

**Commercial wire** . . . . . Western Union.

**Contract undertaker** . . . . . An undertaker under contract with the Government to render whatever services are designated by the purchasing and contracting officer responsible for obtaining undertaking services. (See AR 30-1830.)

**Designated beneficiary** . . . . . The beneficiary is designated on page 2 of the service record as amended, under "Remarks Administrative," and is entitled to the 6 months' gratuity and pay of the deceased serviceman, if his death is not due to misconduct. However, if the soldier has married after authorizing the above-mentioned entry, the widow of the deceased automatically becomes the beneficiary. Where more than one beneficiary appears, both are reported, giving respective dates of designation (AR 600-600). A friend is not eligible to be designated as beneficiary.

**Effects of the deceased** . . . . . Any and all belongings, other than Government issue property and those which might cause embarrassment to the deceased's family. For example, send personal effects such as: one letter, one comb, one wrist watch; exclude personal effects such as: one French post card, hygiene items.

**Emergency address** . . . . . The person to be notified in case of emergency is shown on page 2 of the service record, as amended, under "Remarks Administrative," or on the identification tag, or on the Emergency Address Card, WD AGO Form 43, if prepared.

**Government expense for shipment of effects** . . . . . Prepaid.

**Immediate commanding officer** . . . . . The officer commanding the organization to which the deceased is assigned, such as company, regiment, or battalion, as indicated.

**Investigation officer** . . . . . An officer, preferably of field grade, designated by the commanding officer to investigate and report on circumstances of death and empowered with authority defined in AW 113.

**Legal representative** . . . . . As stated in AW 112.

**Nearest Army post** . . . . . Normally the military installation or division headquarters located nearest to the point of the accident or decease. This is further defined in AR 95-120, and AR 600-550 for deceased en route or separated from unit organization.

**Nearest relative** . . . . . The nearest relative is shown on page 2 of the Service Record, as amended under "Remarks Administrative," or on the Emergency Address Card, WD AGO Form 43, if prepared. See definition of next of kin following.

**Next of kin** . . . . . As defined in AW 112 "the widow; legal representative of the deceased, if such be found by said court; or to the son, daughter, father, provided the father has not abandoned the support of his family; mother, brother, sister, or next of kin in the order named; or the beneficiary named in the will of the deceased, if such found by said court."

**Summary court officer** . . . . . Defined by AW 112 or AW 113, whichever is applicable.

**Surgeon** . . . . . The commanding officer of the Army hospital or senior medical member of the organization.

**TWX** . . . . . Communication deemed most applicable by the signal center, such as War Department net, commercial wire, or teletypewriter exchange.

